

(LOCAL – MILESTONE – 2002)

2002 SHBP OPEN ENROLLMENT MILESTONE CHART for Participating Local Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
Late-September	Open Enrollment Rate Letter to employers with <i>Plan Year 2003 Rate Charts</i> and sample of <i>Health Capsule</i> newsletter. <i>SHBP Plan Comparison Chart</i> and the <i>Health Capsule</i> newsletter shipped to employers. <u>Distribute to employees.</u>
October 1	<u>Open Enrollment Begins.</u>
October 31	<u>Open Enrollment Ends.</u>
November 8	<u>Employer certified applications due at the Health Benefits Bureau.</u>
January 1, 2003	Open Enrollment changes effective.